



# WATERFORD UNION HIGH SCHOOL

## REQUEST FOR LETTER OF RECOMMENDATION

Student Name:				
Date of Request:	Date Needed*:	Number of Copies:		
Indicate # for each type form:	PDF:	Goggle Doc:	Paper Copy:	Other:

*\*Provide at least a two-week notice. Discuss timeline with staff member writing recommendation to be certain the "date needed" can be met.*

Recommendation letter is for:

\_\_\_\_\_ General: can be used for any college/university (Address-"To the Admission Committee")

\_\_\_\_\_ Specific: provide college/university name, address, contact person and any other relevant information

College/University:	Contact Person:
Address:	
Other relevant information:	

Please return the completed recommendation letter(s) to: Student: \_\_\_\_\_ Counselor: \_\_\_\_\_ College: \_\_\_\_\_

Intended Major: \_\_\_\_\_

Cumulative GPA/Class Rank: \_\_\_\_\_

### **Attach an activity resume & complete questions below:**

I am considering the following college majors because: \_\_\_\_\_

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The specific things I hope you will discuss in this letter: \_\_\_\_\_

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What do you want the college to know about you? \_\_\_\_\_

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A written thank you to the staff member(s) writing recommendation letter(s) is suggested.*